



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

06 MAR 2001

MEMORANDUM FOR SERVICES COMMANDER

FROM: AFROTC/CC  
551 East Maxwell Blvd  
Maxwell AFB AL 36112-6106

SUBJECT: Reimbursement Procedures for Base Dining Facilities - AFROTC Cadets

1. Air Force ROTC will conduct the cadet Professional Development Training Program (PDT) at your base again this summer. This program includes Aerospace Studies 100 Special Training, Operation Air Force, and several other programs designed to better prepare cadets for the active duty Air Force. AFROTC cadets participating in summer PDT are authorized to use the military dining hall. Please do not charge cadets for meals eaten in the dining facility—HQ AFROTC will reimburse you for these costs.
2. Our reimbursement procedures are the same as last year. Last year we did have some problems due to some invoices not having the proper documentation. Therefore, it is extremely important that food service personnel follow the procedures outlined in paragraphs 3 through 8 when submitting invoices to our office for certification.
3. We ask that food service accountants/technicians submit requests for subsistence reimbursement on an SF 1080, Voucher for Transfers Between Appropriation and or Funds (see Atch 2). The expenditures reported on the SF 1080 must be substantiated by an AF Form 3515, Cross Service Billing Statement, and one of the following source documents:
  - a. **Cross Service Tracking Report:** We highly recommend that dining facilities use this report to the largest extent possible (see Atch 3). This report can be generated at most, if not all, base dining facilities. This report contains AFROTC's Account Number (FS Voucher Code), the cadet's social security number (SSN), type of meal eaten (i.e. breakfast, lunch, dinner), the cost of the meal and the date the cadet utilized the dining facility. We would ask that the dining facility input the cadet's full SSN (instead of using just the last four) into the cash register.
  - b. **AF Form 1339, Dining Hall Signature Record:** Use the AF Form 1339 to track AFROTC cadet usage **only if** the Cross Service Tracking Report **cannot** be generated at your dining facility.
4. **Reviewing and submitting the AF Form 3515, Cross Service Billing Statement:**
  - a. Review the AF Form 3515 for accuracy. Use the Cross Service Tracking Report or the AF Forms 1339 to verify the number and type (breakfast, lunch, dinner, etc.) of meals furnished to the AFROTC cadets.

b. Ensure the cross service billing account number (FS Voucher Code) listed on the AF Form 3515 agrees with the code the food service office assigned to AFROTC.

c. Type the following statement **“I have verified that FS Voucher Code ### (enter AFROTC’s three digit code) belongs to AFROTC”** above the statement that reads: **“I certify that the above meals were furnished at government expense”** (see Atch 4).

**5. Completing and submitting the AF Form 1339, Dining Hall Signature Record:** (Again, prepare and submit these forms with the AF Form 3515 only if you aren’t able to generate a Cross Service Tracking Report)

a. Type or print **“AFROTC Cadets (FS Voucher Code ###)”** at the top of each AF Form 1339 (see Atch 5). Food service personnel must ensure that **only** AFROTC cadets are permitted to sign in on this particular form. This is extremely important, since Air Force ROTC and Air Force Academy cadets will be together at your base; however, we have separate billing procedures. We must be able to cross-check the SSNs listed on the AF Forms 1339 you provide our office against those listed in our cadet assignment database to verify the accuracy of the information contained on the AF Form 3515.

b. Create a new AF Form 1339 each day. Breakfast, lunch and dinner meals consumed on the same day should be recorded on the same form.


c. Attach all applicable AF Forms 1339 to the AF Form 3515. For example: Let's assume we send 5 AFROTC cadets to participate in a 21-day program sponsored by your base. The billing period on the AF Form 3515 is for June 2001. You would attach 21 AF Forms 1339 to the AF Form 3515. Additionally, each AF Form 1339 should contain no more than 15 names (five cadets times three meals a day). Note: The total number of names listed on the AF Forms 1339 should agree with the total number of meals listed on the AF Form 3515.

**6. Submit the SF Form 1080 accompanied by an AF Form 3515 and either the Cross Service Tracking Reports or the applicable AF Forms 1339 to:**

HQ AFROTC/DOXS  
551 East Maxwell Blvd  
Maxwell AFB AL 36112-6106

**7. Properly completed paperwork will be certified and forwarded to the Defense Finance and Accounting Service’s Operating Location, San Antonio TX for payment. Invoices that are missing the required support documents or completed incorrectly must be returned to your office for correction.**

8. We are confident the procedures outlined above will speed up the payment process. Please feel free to contact MSgt Lanier at DSN 493-4696 if you have any questions or comments. We look forward to working with you this summer.



STEFAN EISEN, JR.  
Colonel, USAF  
Commander, AFROTC

**Attachments:**

1. Sample Cadet Order
2. Sample SF Form 1080
3. Sample Cross Service Tracking Report
4. Sample AF Form 3515
5. Sample AF Form 1339

**cc:**

HQ ACC/SV  
HQ AETC/SV  
HQ AFSPC/SV  
HQ AFMC/SV  
HQ AFSVA/SVX  
HQ AMC/SV  
HQ PACAF/SV  
HQ USAFE/SV

**DEPARTMENT OF THE AIR FORCE**  
*Air University (AETC)*

SPECIAL ORDER TC - 0000

NAME: SMITH, JOHN Q.

SSAN: 123-45-6789

RANK: CADET

UNIT: AIR FORCE ROTC DET 002

CSP STATUS: YES

SECURITY CLEARANCE: NONE

PURPOSE OF TDY: Participate in Operation Air Force (OAF)

TRAVEL ON: 3 JUN 2001

TRAINING START: 4 JUN 2001

RETURN ON: 23 JUN 2001

DEPART FROM: ATLANTA GA (ATL)

PROCEED TO: MCGUIRE AFB NJ (PHL)

RETURN TO: ATLANTA GA (ATL)

MODE OF TRAVEL: Commercial Air

GTR COST: \$500

APPROX NO DAYS: 21

**REMARKS:** Pre-Paid Airline Tickets are not permitted without HQ AFROTC/DOXS written authorization. Report to your base director immediately upon arrival. **Use of Base Facilities:** Cadets are authorized use of all special services facilities, to include the Base Exchange and theater as prescribed by AFI 36-2011. **Medical Care:** In accordance with AFI 41-115, required medical care will be provided at Air Force or locally directed medical treatment facilities (MTFs) for AFROTC cadets during this training period. **Orientation Flights:** Locally approved orientation flights are authorized for AFROTC cadets. **Completion of Training:** Upon completion of training, the Base Director completes the bottom block of this order (2 cys), and upon completion of travel, the cadet must complete a DD Form 1351-2, Travel Voucher or Sub-voucher. Hand-carry or mail 2 copies of this order along with your completed travel voucher to your detachment. Detachment personnel must verify the training dates, mail or fax the completed order to HQ AFROTC/RRFPF for processing, and forward the travel voucher and orders to the unit support base finance office for payment. **Cadet Pay:** Advance pay is not authorized. Pay entitlement is prescribed by DODPM para 580801. HQ AFROTC/RRFPF will enter transaction data, including training start and stop dates, through the ROTC cadet pay system to initiate payments issued by DFAS-DE. **AUTHORITY:** TITLE 10, USC 2109. **BASE PAY APC CODE:** ZZZQW2

**Transportation:** Travel and transportation are authorized as prescribed by JFTR, para U7150E2 for non-scholarship cadets (NON-CSP) and para U7150E3 for scholarship cadets (CSP). Travel per diem to and from training is prescribed for **CSP cadets only**. Travel via POC is permitted; however, reimbursement is limited to constructive cost of common carrier as determined by the JFTR and GTR cost above. Cadet is authorized to depart from and/or return to location other than ATLANTA GA which the cadet has certified to be the home/unit of record.; however, cadet must proceed in the most direct route to and return from training location. Travel entitlements not to exceed the official distance from the home/unit of record above. Cadet authorized roundtrip travel from ATLANTA GA to MCGUIRE AFB NJ not to exceed GTR cost of \$500. If cadet makes changes to government transportation arrangement, cadet must pay all costs that exceed the GTR. Furthermore, cadet is advised that once initial destination is reached after departing training location, cadet may no longer be in the "line-of-duty" should an injury occur, and cadet may not be covered for medical care or by SGLI. Cadet must report all travel itinerary on travel voucher.

**Meals:** Meals will be furnished at base dining facility (or MTF if a stay is required) at no charge to cadet. Base dining facility must forward Standard Form 1080 and required support documentation to HQ AFROTC/DOXS, 551 East Maxwell Blvd, Maxwell AFB, AL 36112-6106 for reimbursement of subsistence.

**Lodging:** Do not charge cadets for lodging. At check-in, cadets will present a copy of their orders to the lodging facility. The lodging facility will fax a copy of cadet orders annotated with estimated number nights' stay, and a daily room rate to HQ AFROTC/DOS at DSN 493-7003 or COMM (334) 953-7003. HQ AFROTC/DOS will verify cadet is eligible for lodging charges and provide a Government Travel Account (credit card) number to lodging facility for authorized lodging charges within two days of check-in. The lodging facility will provide a final bill to HQ AFROTC/DOS NLT 5 days after cadet's checkout. Lodging facilities will not bill HQ AFROTC for sundries and phone call charges—cadets will pay these personal expenses prior to checkout.

	<b>FUND CITE</b>
TRANSPORTATION:	5713700 501 6447 P784.02 667100
B&S (Intergovernmental):	5713700 501 6447 P784.02 667100
B&S (Services):	5713700 501 6447 P784.02 667100
PAY ENTITLEMENT:	5713700 501 6447 P784.01 667100

<b>MORD NUMBER</b>
AF040607M1T132
AF040607M1G130
AF040607M1S131
AF040607M1G129

FOR THE COMMANDER

**OFFICIAL (sample order)**

LOUIS J. PICCOTTI, Major, USAF  
Chief, Special Plans and Programs Branch

DISTRIBUTION: 10 - Individual  
1 - Cadet Personnel Record  
1 - HQ AFROTC/DOXS (original)

**Certification of Actual Training Days (excludes travel days)**

Training Start Date: \_\_\_\_\_ (yyymmdd)

Training Stop Date: \_\_\_\_\_ (yyymmdd)

I certify training was performed during the training dates listed above: \_\_\_\_\_

\_\_\_\_\_  
Signature of Base Director or Detachment Commander

Standard Form 1080  
Revised April 1962  
Department of the Treasury  
I TFRM 2-2500  
1080-109-25

**VOUCHER FOR TRANSFERS  
BETWEEN APPROPRIATIONS AND/OR FUNDS**

VOUCHER NO.

SCHEDULE NO.

BILL NO.

RS 00-001

PAID BY

Department, establishment, bureau, or office receiving funds  
DEPARTMENT OF THE AIR FORCE  
FAIRCHILD AFB WA 99011-9585

Department, establishment, bureau, or office charged

HQ AFROTC/DOXS  
551 E. Maxwell Blvd  
Maxwell AFB AL 36112-6106

ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUAN- TITY	UNIT PRICE		AMOUNT DOLLARS AND CENTS
				COST	PER	
	6/30/00	MEALS FURNISHED TO AFROTC CADETS FOR THE MONTH OF JUNE 00				292.95
TOTAL						292.95

Remittance in payment hereof should be sent to— ACCOUNTING AND FINANCE  
FAIRCHILD AFB WA 99011-9585

**ACCOUNTING CLASSIFICATION—Office Receiving Funds**

(ENTER YOUR APPROPRIATE FUND SITE)

**CERTIFICATE OF OFFICE CHARGED**

I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.

.....  
(Date)

.....  
(Authorized administrative or certifying officer)

.....  
(Title)

**ACCOUNTING CLASSIFICATION—Office Charged**

1

Paid by Check No.

CROSS SERVICE SIK TRACKING REPORT

PAGE 02

DINING HALL NUMBER: 02 DINING HALL NAME: AVIATION INN

DATE: 000630 ACCT: 600 MEPS

BREAKFAST	000-00-9246	00.75	1
	000-00-9423	00.45	1
	000-00-9600	01.30	1
	000-00-9822	00.75	1
LUNCH	000-00-0101	01.40	1
	000-00-0196	01.65	1
	000-00-0362	01.65	1
	000-00-0488	02.35	1
	000-00-0756	02.05	1
	000-00-0796	00.90	1
	000-00-0826	01.60	1
	000-00-0833	02.15	1
	000-00-0858	01.35	1
	000-00-0869	01.95	1
	000-00-1105	00.80	1
	000-00-1169	01.80	1
	000-00-1389	01.85	1
	000-00-1778	01.50	1
	000-00-1875	01.55	1
	000-00-2375	01.75	1
	000-00-2376	01.35	1
	000-00-2378	01.40	1
	000-00-2453	01.65	1
	000-00-2496	01.10	1
	000-00-2620	02.10	1
	000-00-2991	01.35	1
	000-00-3057	02.30	1
	000-00-3384	01.70	1
	000-00-3466	01.40	1
	000-00-3532	01.75	1
	000-00-3719	01.85	1
	000-00-3777	01.90	1
	000-00-4003	02.00	1
	000-00-4358	02.70	1
	000-00-4385	01.50	1
	000-00-4433	03.10	1
	000-00-4753	02.05	1
	000-00-4966	01.55	1
	000-00-5002	00.95	1
	000-00-5294	02.10	1
	000-00-5353	01.10	1
	000-00-5361	01.95	1
	000-00-5443	01.55	1
	000-00-6694	01.15	1
	000-00-6931	01.25	1

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO VARY FROM .50 TO 10 MINUTES PER RESPONSE, WITH AN AVERAGE OF 8 MINUTES PER RESPONSE, INCLUDING THE TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THIS BURDEN ESTIMATE OR ANY OTHER ASPECT OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN TO THE DEPARTMENT OF DEFENSE, WASHINGTON HEADQUARTERS SERVICES, DIRECTORATE FOR INFORMATION OPERATIONS AND REPORTS, 1215 JEFFERSON DAVIS HIGHWAY, SUITE 1204, ARLINGTON, VA 22202-4302, AND TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT (0704-0188) WASHINGTON DC 20503. PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. SEND YOUR COMPLETED FORM TO THE FOOD SERVICE STAFF OFFICE.

PREPARED. 3 Jul 00

CROSS SERVICE BILLING

FS VOUCHER: 555 (Verify that this code is correct)

FROM: BASE FOOD SERVICE, FAIRCHILD AFB

TO: BASE ACCOUNTING & FINANCE OFFICER

MEALS FURNISHED: AFROTC CADETS

AFROTC/ DOXS

551 E Maxell Blvd

Maxwell AFB AL 36112-6106

FOR: Jun 00

57	BREAKFAST	.95	54.15
10	BRUNCH	2.15	21.50
65	LUNCH	1.90	123.50
47	DINNER	1.90	89.30
1	SUPPER	2.60	2.60
1	MID NIGHT	1.90	1.90

(The total number of meals listed here should agree with the total number of names listed on the AF Forms 1339 during the month of Jun)

TOTAL: 292.95

I have verified that FS Voucher Code: 555 belongs to AFROTC

I CERTIFY THAT THE ABOVE MEALS WERE FURNISHED AT GOVERNMENT EXPENSE

  
3 Jul 00 FOOD SERVICE OFFICER

AF FORM 3515, JAN 91 (COMPUTER GENERATED)

SAMPLE AF FORM 3515

ATCH 4

DINING HALL  
SIGNATURE RECORD

CATEGORY OF PERSONNEL (Check one)

☐ CROSS SERVICE (Specify)☐ PERMANENT☐ TRANSIENT

SHEET REGISTER NO.

A

## PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 8013 and 8034 EO 9397.

PRINCIPAL PURPOSE: To document and identify personnel that obtain meals from appropriate fund dining facilities.

SSN is used to verify entitlements and for positive identification.

ROUTINE USE: None.

DISCLOSURE IS VOLUNTARY. However, failure to provide the information may result in you being denied a meal.

DINING HALL NO.

DATE

4 Jun 00

TYPE OF MEAL SERVED (Check one)

☒ BREAKFAST☐ LUNCH☐ DINNER☐ BRUNCH☐ SUPPER

MIDNIGHT MEAL

☐ BREAKFAST☐ DINNER

NO.	SIGNATURE	GRADE	SSN OR MEAL CARD NO.	NO.	SIGNATURE	GRADE	SSN OR MEAL CARD NO.
1	<i>Daniel Brubaker</i>	Cadet	000-00-1234	26			
2	<i>Daniel Brubaker</i>	Cadet	000-00-1234	27			
3	<i>Arnell J. West</i>	Cadet	012-34-5678	28			
4	<i>Daniel Brubaker</i>	Cadet	000-00-1234	29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
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25				50			